



ADMINISTRATION OF U.T. OF DADRA & NAGAR HAVELI &
DAMAN & DIU
OFFICE OF THE COLLECTOR, D I U.

No.68-11-2020-21/ACCTS/ELEC/VP&DP/ 2258

Date: - 10 /10/2020.

LIMITED TENDER NOTICE

On behalf of the President of India, the Superintendent, Collectorate, Diu is hereby invites limited tender on <https://diu.gov.in> from the registered Suppliers/dealer/Printing press etc., for the procurement of Election Printing Materials for the upcoming General District Panchayat and Village Panchayat, Diu-2020 as per the Annexure – 1”.

Sr. No.	Detail of outsources	EMD value	Tender fee (non-Refundable)
01	Procurement of Election Printing Materials for General Election to District Panchayat and Village Panchayat, Diu-2020	12,500	1000

Date of publishing tender notice : 10/10/2020 Hrs.
Bid document downloading End Date : 19/10/2020, 13:00 Hrs
Bid Clarification Date : 15/10/2020, 10:00 Hrs
Preliminary Stage Bid Opening Date : 19/10/2020, 15.00 Hrs.
Date of Opening of Financial Bid : 19/10/2020, 16.30 Hrs.

1. Bidders have to submit price bid in separate sealed cover up to the last date and time for submission. Only tender fees and EMD should be submitted in original to be sent to the above mention address by R.P.A.D./Speed Post. Tender received only in hard copy will not be accepted.
2. The EMD will be accepted in form of FDR or Bank Guarantee of ` 12,500/- from any Nationalized banks payable at Diu in favor of Superintendent, Collectorate, Diu

Sd-
Superintendent,
Collectorate, Diu

Copy to :-

1. NIC, Diu for upload in official website of UT Administration in <https://diu.gov.in> for wide publicity
2. The Information Assistant, Diu for wide publicity (8cmx6cmsize) in (2 (two) Hindi and one in Gujarati newspapers).
3. PA to DEO/Collector, Diu for information

: TERMS AND CONDITIONS:

- (1) Tenderers should quote their rates for the free delivery at the office of the District Election Officer/Collector, Diu
- (2) The rates should be quoted inclusive of all taxes, installation & commissioning charge etc.,
- (3) No Extra charge for packing, forwarding and insurance etc will be paid on the rates quoted.
- (4) The decision and right to acceptance or rejection without assigning any reasons any or all tenders in part or whole is reserved with the Collector, Diu.
- (5) Article of inferior quality of specification other than in the order specified and/or incomplete broken will not be accepted. The supplier will have to replace the same at his own cost and risk. Intimation, of non acceptance of any materials/goods will be sent to the supplier within three days from the date of receipt in the stores and he will have to be taken back by the suppliers at this own cost and risk.
- (6) Supplier may ensure the goods at his own cost to safeguard the delivery of such goods dispatched by him to the consignee; the department will not be responsible for the damage or pilferage of goods during transit.
- (7) The rate should be quoted only per item specified in the list of requirement. In case rate quoted for items other then required specification will not be considered.
- (8) The tenderer have to be submit towards cost of tender fees (Non Refundable) of `1000/- (Rupees One Thousand only) in the form of DD of any Nationalized or any scheduled Bank in favour of Mamlatdar, H.O., Collectorate, Diu The tender received without DD will be summarily rejected.
- (9) The tenderer have to be submit a EMD of `12,500/- (Rupees Twelve Thousand five Hundred only) in the form of FDR of any Nationalized or any scheduled Bank in favour of Superintendent, Collectorate, Diu. The tender received without EMD deposit other than prescribed above will be summarily rejected.
- (10) Bids must be accompanied with a self certified photocopy of GSTIN/PAN/Aadhaar No. and last two year Income Tax return and clearance certificate copy for last two years .

- (11)The financial evaluation will be done on the basis of overall lowest rate. On declaring L-1 on the basis of overall lowest rate, if the rates quoted by the L-1 in different categories/sub-categories found higher than the overall lowest rate, it shall be binding upon L-1 to provide the printing material at this overall lowest rate in different categories/sub-categories, work order will be issued to L-1 after finalization and settlement of rates. No negotiation of rates will other bidders are acceptable.
- (12)Certificate of previous experience if any, be enclosed.
- (13) Preference will be given to those having work experience in **similar nature of work**.
- (14) In support of financial capacity, Bank certificate or Bank Passbook is to be produced.
- (15) Tenure of the approved quotation will be valid for General Election to the Lok Sabha.
- (16)The successful tenderer/suppliers shall have to supply the materials/goods/articles/items ordered within two days from the receipt of the supply order.
- (17)Bills should be in DUPLICATE and should invariably mention the number and date of supply order.
- (18)The rates tendered should be FOR destination i.e. District Election Officer/Collector, Diu and should include all taxes and levies. No carriage charges for transportation of goods shall be entertained by the Department.
- (19)The earnest money in case of unsuccessful tenderer shall be refunded after final decision/acceptance of the contract within a period of one month, whereas in case of successful tenderers, it shall be treated as the part of security deposit and will be released only after successful completion of the contract.
- (20)Payment will be made after material is received in concerned stores and after properly brought on stock. No advance payment will be made.
- (21)Rates offered by the successful tenderers and acceptance of which is communicated to them, will under no circumstances be enhanced at any stage during the period of contract.
- (22)Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.
- (23)All the dispute subject to the jurisdiction of court in the Diu District only.
- (24)The District Election Officer/Collector, Diu reserves all rights to accept or reject all or any tender, in part or whole, without assigning any reasons.

- (25) The Tenders will be opened by the Tender Opening Committee in presence of Tenderers or their representatives, if any present in the Office of the Tender Inviting Officer.
- (26) The tender should furnish declaration regarding Blacklisting/Debaring to participate in the Government tender on the letter head. If the information provided found false the tender will be rejected and EMD shall be forfeited.
- (27) The rate offered will be valid for a period of one year from the date of opening of the tenders.
- (28) The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of articles, which may be ordered, as the amount of security deposit.
- (29) In case of failure of the tenderer/supplier to execute the contract as per the terms and conditions and to the full satisfaction of the District Election Officer/Collector, Diu, the security deposited by the firms shall be forfeited.
- (30) In case of failure to supply the store, materials etc. ordered for, as per conditions and within the stipulated time, the name articles will be obtained from the tenderer who offered next higher rates or from any other sources, as may be decided by the tender inviting Officer and the loss to the Government on account of such purchases(s) shall be recovered from the former contractor Security Deposit/Earnest Money or bills payable. The contractor shall have no right to dispute with such procedure.
- (31) The security deposit will be forfeited in case of violation of any condition.
- (32) Financial bids of those bidders who qualify in technical bid will only be opened. Dates, if changed, due to unavoidable circumstances, will be published in the said websites and the office notice board only without any individual intimation.
- (33) The willing bidders may remain present at the time of opening the Bid / quotation.
- (34) The authority reserves the right to cancel the bid/Quotation due to unavoidable circumstances and no claim in this respect will be entertained.
- (35) A bidder's bid will be out-rightly rejected with a forfeiture of his earnest money if it comes to the notice of the quotation inviting authority during scrutiny that the credential or any other papers of a bidder are not genuine.
- (36) There shall be no provision of Arbitration.

- (37) Successful bidder will have to execute an agreement bond with the District Authority.
- (38) No diversion of delivery order is allowed without prior permission from the District authority.
- (39) Time will be an essence of the contract.
- (40) The work is to be done on emergency basis and is to be completed within the stipulated time as will be mentioned in the work order.
- (41) Bill will be deducted upto 20% in case of deviation from paper quality or late supply.
- (42) No separate charge for transportation of printed copies of electoral rolls should be claimed.
- (43) The successful tenderer will be given work order only after an agreement in respect of the modalities of the work to be done is signed by him indicating his acceptance of the conditions that would be laid down in the agreement.
- (44) Quotation Committee reserves the right to accept or reject any or all the rates without assigning any reason thereof. It is to be noted that the quotations dropped by any person who is reported to have criminal backgrounds will be summarily rejected.
- (45) Offline Scrutiny of Technical Bid and Financial Bid will be held at the office of the District Election Officer/Collector.

Signature & Designation
of Tender:- Inviting
Officer

Superintendent, Collectorate, Diu

The above terms and conditions are accepted and are binding to me/us.

Signature of
tenderer

Place : _____

Dated: _____

Name of Tenderer
with seal of the firm

NOTE:- Please return one copy of these terms & conditions dully sign with seal of firm alongwith the tender.

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the general Election to Lok Sabha 1 - Daman and Diu Parliamentary Constituency and shall abide by me/we.
2. I/We undertake that I/we have understood "Parameters and Technical Specification for conducting the Work" mentioned Annexure-A & B of the Tender No.68-11-2020-21/ACCTS/ELEC/VP&DP/ dated /10/2020 and shall conduct the work strictly as per these "Parameters and Technical Specification for conducting the work".
3. I/We hereby certify that none of my relative(s) are employed in the Government or Semi Govt. Department.
4. Our firm has not been black-listed by any agency in India or abroad.
5. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated: /10/2020

Place :

(Signature of Tenderer with stamps of the firm)

Annexure-B

(Technical bid for the Election Printing Materials for upcoming Election to District Panchayat and Village Panchayat, Diu-2020 under office of the District Election Officer/Collector, Diu

Sr. No.	Detail information of the bidder:	
01	Address:	
02	Mobile No. of Bidder:	
03	PAN No. (enclose self-attested copy of proof)	
04	GST Registration no.(enclose self-attested copy of proof):	
05	Details of the Earnest Money:-	
06	Name of the Bank: B.D. No. & Date Amount In case of Exemption (supporting documents enclosed):	
07	Whether blacklisted by any Central/State Government of Central/State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format)	
08	Whether convicted any court of law? If convicted, indicate details and enclosed a self-attested copy of the court's order.	

Signature of Tenderer:-

Name of Tenderer:-

With Seal of the Firm:-

UNDERTAKING

To,
The District Election Officer, Diu.

1. I/We the undersigned, certify that: I/We have gone through scope of work (specification of task) and the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. All the clause of tender document and terms and conditions enumerated in this form has been read by me/us and are acceptable to me/us.
3. Our firm has not been black-listed by any agency in India or aboard.

Date:

SIGNATURE OF THE TENDERER
WITH SEAL & ADDRESS